

Knowledge Center Reporting Enrollment Report

Step 1: Follow this trail

[Home](#) >> [Administration](#) >> [Reports Console](#)

Step 2: Type in progress and click search

Reports Console

Manage and run standard reports. Create, manage and run custom reports, and

Search

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Then make select specific search criteria for your search.

Search Text:

Search Type:

Step 3: Select Domain Report – Training Progress

[Domain Report - Training Progress](#)
The report enables Administrators to view online course, classroom course, curriculum, and test prog...

Step 4: Click select

Domain Report - Training Progress

No Rating Available

Locale: English (United States)

it enables Administrators to view online course, classroom course, curriculum, and status.

Step 5: Put a check in both boxes with correspond with state and external

☒ **Virginia Department of Social Services**

☐ **Office of Comprehensive Services (CSA)(Inactive)**

☒ **Virginia Department of Social Services - External**

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Step 6: Put a check in the include sub-domains, choose progress status enrolled, choose classroom, populate start and ending dates, then click run report.

The screenshot shows the 'Enrollment Report' form with the following fields and values:

- User Activity:** Active
- Progress Status:** Enrolled
- Training Type:**
 - ☐ Certification
 - ☒ Classroom
 - ☐ Curriculums
 - ☐ Online
 - ☐ Test
- Start Date:** 7/1/2014
- End Date:** 9/16/2014
- # Records (per page):** 25
- Layout:** Default
- Run Report:** Button

Red arrows point to the following fields: 'Include sub-domains' (checked), 'Progress Status' (Enrolled), 'Classroom' (checked), 'Start Date' (7/1/2014), 'End Date' (9/16/2014), and the 'Run Report' button.

Step 7: Export to excel

[Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)